

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 23**

**July 10, 2003**

**SUBJECT: CRITERIA FOR TRANSFERS/LOANS OF SWORN PERSONNEL - ESTABLISHED**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has agreed to establish specific criteria for selecting sworn personnel to specialized or sensitive Department assignments. This Order establishes procedure for using the Training, Evaluation and Management System (TEAMS) report to evaluate sworn personnel transferring in or loaned to a new command, and activates the TEAMS Evaluation Report, Form 1.78.04.

**PROCEDURE:**

**I. TEAMS EVALUATION REPORT, FORM 1.78.04 - ACTIVATED.** The TEAMS Evaluation Report, Form 1.78.04, is hereby activated. A TEAMS Evaluation Report shall be completed for each officer transferring in or loaned to a new command, and when selecting sworn personnel to Professional Standards Bureau (PSB), Critical Incident Investigation Division (CIID), Field Training Officer (FTO) or Gang Enforcement Detail (GED) positions.

**A. Use of Form.** This form is used to ensure that all required information has been evaluated and the findings documented, as appropriate.

**B. Completion.** The commanding officer gaining the transferred or loaned officer or selecting officers for assignment to PSB, CIID, FTO, or GED shall review the required documentation specific to each selection procedure and complete a TEAMS Evaluation Report.

**C. Distribution.**

For transfers or loans to a new command:

1 - Original, Area/Divisional TEAMS Evaluation Report file.

**1 - TOTAL**

**Note:** Distribution requirements for Teams Evaluation Report forms completed for PSB, CIID, FTO, and GED

selections will be established in separate forthcoming directives.

**II. COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers shall ensure that TEAMS databases and other available departmental information and documents are reviewed when an officer transfers or is loaned to his/her command.

**A. Transfers and Loans.** When an officer transfers or is loaned into a new command, the commanding officer shall ensure that the watch commander or officer in charge reviews the officer's TEAMS report within ten working days from publication of the transfer order or notification of the loan. Probationary police officers transferring from Training Division (Academy) are exempt from this requirement.

**Note:** In order to meet the time requirement, commanding officers may need to contact the officer's current Area or division of assignment to obtain a copy of the officer's TEAMS report.

The intent of the review is to ensure supervisors are aware of an officer's history to provide appropriate supervision and oversight.

**B. File Maintenance.** Each commanding officer shall maintain an Area/divisional TEAMS Evaluation Report file of all TEAMS Evaluation Report forms completed for transfers and loans. The file shall contain the original TEAMS Evaluation Reports for incoming transfers and loans attached to the officer's TEAMS report.

**Note:** The TEAMS Evaluation Report Form shall not be filed in the officer's Department or divisional personnel package. The TEAMS Evaluation Report is considered confidential and the information contained therein shall only be made available on a "right to know/need to know" basis (Manual Section 3/408.16). A sworn employee may review his or her own TEAMS report at any time.

Maintenance requirements for TEAMS Evaluation Report forms completed for PSB, CIID, FTO, and GED selections

will be established in separate forthcoming directives.

**FORM AVAILABILITY:** The TEAMS Evaluation Report, Form 1.78.04, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. A copy of the form is attached for duplication and immediate use.

**AMENDMENTS:** This Order amends Section 3/762.80 and adds Section 5/1.78.04 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachment

**DISTRIBUTION "A"**